

Subject: RE: Fig Corridor Draw Request 21 Error
From: "Lemert, John@HCD" <John.Lemert@hcd.ca.gov>
Date: 8/14/18, 4:10 PM
To: Josh Kreger
CC: Ellen Riotto <ellen@southpark.la>, Deborah Murphy <deborahmurphy@me.com>

Hi Josh,

Please prepare a check and have it sent to:

Dept. of Housing & Community Development
Accounting Office, Ste 300
PO Box 952050
Sacramento, CA 94252-2050

The contract number, 07-IIG-4214, will need to be listed on the check and state that it is for unused funds.

Please include a cover letter, and reference that the check is for unused funds for the 07-IIG-4214 contract, disbursement #21, that was payable to the South Park Business Improvement District.

Please let me know if you have any questions.

Thanks,
John

From: Josh Kreger [mailto:josh@southpark.la]
Sent: Tuesday, August 14, 2018 9:53 AM
To: Lemert, John@HCD <John.Lemert@hcd.ca.gov>
Cc: Ellen Riotto <ellen@southpark.la>; Deborah Murphy <deborahmurphy@me.com>
Subject: RE: Fig Corridor Draw Request 21 Error

Hi John,

Yes, you are correct – the last draw was overpaid by \$12,082.90. Since the project is completed and there will not be another draw, we will need to send the money back to HCD. Please give us instructions to proceed when you determine the proper process. Thanks!

Josh Kreger
Director of Real Estate and Planning



South Park Business Improvement District
1100 S Flower St, Suite #3400, Los Angeles, CA 90015
josh@southpark.la | o. 213 663 1123 | c. 213-344-6749
southpark.la | [Facebook](#) | [Twitter](#) | [Instagram](#)
24/7 DISPATCH: 866-560-9346
24/7 DISPATCH: [866-560-9346](tel:866-560-9346)
view commercial vacancies at: www.southpark.la/vacancies

From: Lemert, John@HCD <John.Lemert@hcd.ca.gov>
Sent: Monday, August 13, 2018 2:37 PM
To: Josh Kreger <josh@southpark.la>
Cc: Ellen Riotto <ellen@southpark.la>; Deborah Murphy <deborahmurphy@me.com>
Subject: RE: Fig Corridor Draw Request 21 Error

Hi Josh,

I'm cc'ing Deborah Murphy since she's been actively involved in the draw requests, too.

The last draw was overpaid by \$12,082.90? Is that correct? If so, the easiest solution is to make an adjustment on the next draw request and reduce the total by that amount.

If there isn't going to be another draw, then the alternative would be to send the money back to HCD. If we need to go that route, I'll have to determine the proper way to process the return of funds and provide you with instructions.

Please advise how you'd like to proceed.

Thanks,
John

From: Josh Kreger [<mailto:josh@southpark.la>]
Sent: Monday, August 13, 2018 1:27 PM

To: Lemert, John@HCD <John.Lemert@hcd.ca.gov>
Cc: Ellen Riotto <ellen@southpark.la>
Subject: Fig Corridor Draw Request 21 Error

Hi John,

Upon recording the cash receipt from the Department of Housing & Community Development for Fig Corridor Draw Request 21, an error was discovered. When the draw request detail spreadsheet was originally prepared, I inadvertently deleted the row that subtracts the 10% retention for Griffith Progress Payments #11 and #12. Thus, an extra \$12,082.90 was incorrectly included in the total (since that amount was also included in the retention payments that were part of Griffith Progress Estimate #13). Apparently nobody noticed the error until our accountant recently went to record the cash receipt. I have attached the original backup documents that were sent as well as a revised detail spreadsheet that shows the correct amounts. Please advise us on how to proceed. I'm happy to speak on the phone if that's helpful. Thanks!

Josh Kreger
Director of Real Estate and Planning



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